Co-funded by the European Union

Université Jean Monnet Saint-Étienne

UNIVERSITY OF SILESIA IN KATOWICE

CATOLICA SCHOOL OF ARTS PORTO

digicrea digital creativity

APPLICATION PROCEDURE NOTICE
MASTER DIGITAL CREATIVITY ARTS AND SCIENCE

1. INFORMATION

DIGICREA Erasmus Mundus Joint Master is implemented by a consortium of 3 higher education institutions from 3 different countries: Jean Monnet University (UJM) in St Etienne, Universidade Católica Portuguesa (UCP) in Porto and University of Silesia in Katowice (USIL).

More info about the program is available on the website program:
https://master-digicrea.univ-st-etienne.fr/

Application is open for 2027-2029 cohort. This cohort will be the 3rd cohort of the master program.

Selection Board is looking for **talented digital artists and creators in the fields of new audio-visual media, new technologies in the film industry, music, graphics, artificial intelligence, virtual reality and their applications in a broad context.**

As part of the Erasmus Mundus Joint Master (EMJM) framework, the DIGICREA programme benefits from the financial support of the European Union.

This document must be approved and signed by the applicant (see last page).

2. ELIGIBILITY

Below are the minimum requirements to be **eligible** for DIGICREA programme:

Administrative process

- Compliance with the application process calendar and deadlines;
- Authenticity, completeness, certification (scan of original documents and certified translation if needed) of application files.
- Applicants who have already benefited from an EMJM scholarship are ineligible for DIGICREA EMJM scholarship
- The application files must be fully written in English

Academic prerequisites

- A Bachelor's degree from an accredited institution in the topic of arts, image, sound, music, video, cinema, computer science or other relevant adequate education.

Language requirements

- The tuition language is English. Students are notably expected to produce a Master Thesis in English. A strong command of written and oral English is therefore requested. Applicants will have to demonstrate during application an English language proficiency equivalent to level B2 (note C1 is recommended) in the Common European Framework of Reference (CEFR). (Link to correspondences between CEFR levels and common language proficiency scales around the world that will be used).

Adequate financial resources

- Applicants should be fully aware of the financial costs of the programme and cost of living in hosting countries. While our scholarship policy will allow most of the students to finance the entire studies period, self-funded students who were not awarded a scholarship grant will be required to submit *a Guarantee of full financial suppor*t (annexed to the *Learning Agreement* and prior to enrollment). This is to ensure that you have sufficient funds to cover the entire period of studies. You'll need to document your source/s of income to apply for a student visa. Please refer to budget simulation on Digicrea website to assess your financial ability.
- Erasmus+ Joint Master Degree scholarship holders are exempted from this requirement.

No discrimination on the basis of nationality, gender, age, religion, health conditions;

Contributions for students with special needs:
The European Union co-funded EMJM programme aims to promote equal access, particularly for students with special needs. During the funding period 2024-2030, the Programme has received funding to support selected students with long-term physical, mental, intellectual or sensory impairments. Students with disabilities may receive a contribution to individual needs up to a certain maximum if they fulfil the general eligibility conditions as set in the EACEA grant agreement. Funding shall be provided for assistance e.g., by third persons, for adaptation of work environment, or additional travel/transportation costs. This offer is available to all enrolled students, Erasmus+ scholarship holders and non-scholarship holders (self-paying students).
Eligibility conditions:

- enrolled student,
- disability long-term physical, mental, intellectual or sensory impairments,
- nature of disability won't allow participation in the EMJM without special needs items or services,
- certified by a competent national authority.

Applicants add a supplementary statement to their online application and shall describe what adaptations, services or travel/transportation support will be required during the study period. The compulsory submission of a statement from a professional (consultant, doctor, psychiatrist, optician, audiologist, etc.) confirming the condition/needs must be provided.
Please note, the allocation of these funds is at the discretion of the host university's "inclusion team" and may not cover the total amount of costs but may cover a substantial part of the required costs. Your application will be treated confidentially.

3. ADMISSION

Applicants should be aware that joining DIGICREA is an **extremely competitive process**, which takes time.

The number of *Students* enrolled per cohort is determined for each cohort by the *Programme Board*, considering the need to ensure a continuity of high-level selection and good teaching conditions. For the 2027-2029 cohort, this number will not exceed a maximum of 20 students.

The ranking outcome will determine the award of EMJM scholarships to the best applicants. Method and criteria used to assess application are detailed in the selection process (see below 7. ASSESSMENT & APPEAL section)

4. CALENDAR

- Application for DIGICREA 2027-2029 opens on November 16, 2026, at 5.30 am (French time)
- Application for DIGICREA 2027-2029 **closes on February 17, 2027, at 11.00 pm** (French time)
- For Stage II selected candidates only, online interviews may take place from March 24 to 31, 2027.
- Results of admission before April 16, 2027

5. APPLICATION FILE

All application files are processed only through the **eCandidat portal**. Candidates must create an account on this portal and apply there. Please note that the application is only working between 5:30 am and 11:00 pm French time.

The DIGICREA program includes 2 specializations: **SOUND-MUSIC** and **IMAGE**. All candidates must apply for one specialization path only.

For more information, candidates are strongly encouraged to read the "How to apply" and "FAQ " sections on DIGICREA' website.

First name: .....

Last name: .....

Country of residence: .....

City of residence: .....

Nationality: .....

Specialization choice: ☐ IMAGE ☐ SOUND-MUSIC

I declare that I **never** benefited from an Erasmus Mundus Master Course grant before? ☐ Yes ☐ No

I plan to join the Programme in case the jury does **not** award me the EMJM scholarship? ☐ Yes ☐ No

6. DOCUMENTS REQUIRED

For each item, please upload a single document in pdf (5 Mb max).

All documents are mandatory.

Please respect the guidelines : an incorrect document will be rejected, resulting in incomplete status of the application file. Only complete application files are assessed.

A. ☐ Identity document / Proof of nationality

A copy of your passport or national ID (and certified translation in English if needed).

B. ☐ Curriculum vitae - CV

In English, in EUROPASS format with a photo.
Mention your scientific skills, software proficiency, and experience with new technologies here. Also, include copies of any relevant certifications, training certificates, awards, etc.

C. ☐ Video presentation

The video presentation **replaces the cover letter.**
This short video is a **maximum of 2 minutes long**. It must contain, in the following order, information about:

- current situation (undergoing training, employment status, etc)
- motivation for applying
- understanding of the programme
- the reasons why Candidate think he/she can succeed in the DIGICREA programme,
- ideas of applied research and professional development plan.

In the "Motivation letter" item, upload a .pdf document mentioning name, surname, date of birth, nationality, country of residence and the **link to the video presentation**. The video must be accessible to anyone with the link until the end of the procedure (mid-April). However, it will not be public or displayed, and only the Selection Board will have access to it. Please do not speed up the audio.

D. ☐ Diplomas

A **certified copy**[1] of the original **higher education diploma(s)**
A Bachelor's degree of at least 180 ECTS is the minimum requirement to enrol*
If this document is not in English, please add a certified translated copy in English of the original higher education degree(s).
*Candidates with at least 150 ECTS at the time of application may be considered, provided they include a sworn statement that 180 ECTS will be obtained before the start of the programme (see I)

AND

A copy of the **original High school diploma** (e.g. Baccalaureat, A-level, Bachillerato, Abitur, …)
If this document is not in English, please add a translated copy (in English) of the original high school diploma.

E. ☐ High school transcript and results

A copy of the original high school transcript and results (diploma or only last year results)
If this document is your high school diploma, which includes transcript and results, re-upload it here.
If this document is not in English, please add a translated copy (in English) of the original transcript and results document.

F. ☐ Copy of results if undergoing training

A copy of results if undergoing training.
In case the candidate is not a student at the moment of application, upload a blank document here.

G. ☐ Higher education transcripts and results

A copy of the original detailed higher education transcript and results of your latest diplomas.
In the case of a Bachelor's diploma, send transcripts and results for all years.
If this document is not in English, please add a copy (in English) of the original higher education transcript and result documents
These documents must include the courses completed, their respective classification and ECTS or class hours, as well as the final grade.
Candidates in their last year of Bachelor must include transcript and result documents for all past years of studies and undergoing semester results.

H. ☐ Letters of recommendation

A minimum of **two letters of recommendation**, in English.
Letters must be signed by the writer and must indicate the contacts of the referees (emails & phone numbers). Letters should preferably be on official letterhead and include the institution's stamp or company logo. Referees can be current or past university teachers, professionals, experts, artists…

I. ☐ Sworn statement (for undergoing Bachelor Students only)

A sworn statement certifying that 180 ECTS will be obtained before the start of the programme (estimated date September 1, 2027).
Include exact dates of study period and of the expected graduation. Selected candidates would need

[1] Certified copies are photocopies of original documents that are certified with a stamp and signature to confirm that the copies are true to the originals. New date of the certification must be included. E-diploma with online certification are accepted.

to address their results and diploma as soon as they receive it (enrollment would depend on it).

J. ☐ **Application notice document signed** (this document)

K. ☐ **Artistic or Professional Portfolio**

Document presenting **artistic productions** related to the DIGICREA curriculum and specialization path chosen by the applicant.
All projects included in the portfolio must not be more than 5 years old.
Submit exactly **3 to 5 specific works or project** (video/audio/images) including metadata (title, short description, public link, and their role): minimum 3 works - maximum 5 works. Please number works presented in the portfolio from 1 to 5.

- For Sound-Music applicants, it can be a composition project (orchestral or electronic), sound design project, sound concept project, music piece cycle, demo, etc.
- For Image applications, it can be film project, mixed media installation, documentary project, photo series, extended reality films, etc

Note that this document, like the others, is limited to 5Mb in PDF format; candidates may therefore include **links to online content**.

L. ☐ **Language proficiency**

A **certified English language test**. Minimum level at least B2, note that C1 is recommended.
Non-exhaustive list of accepted tests: IELTS 6, TOEFL ITP 550, TOEFL IBT (at least 90), TOEIC (at least 650), Cambridge C1 Advanced or FCE, Pearson PTE Academic, etc.

Higher education diplomas or degrees taught and conducted 100% in English are also accepted. A letter from their university, a mention on the diploma or an official MOI document stating that the diploma was conducted in English must be uploaded here.

In exceptional cases, the DIGICREA Executive Board may accept that candidates provide the following **alternative documents:**

- A language attestation issued by one of your language teachers, attesting to your English level. The attestation must be on official school letterhead, include the teacher's signature, and bear the school's official stamp.

OR

- A sworn statement from the candidate certifying their language level.

Candidates who are natives of an official English-speaking country are exempt from providing a language certificate for their native language (must upload a blank document).

Note that after reviewing the applications, candidates may be asked to attend a videoconference interview in order to confirm English language skills.

7. ASSESSMENT AND APPEAL

Assessment and appeal procedures are specified on Digicrea website (see Assessment and Appeal section).

When a file is fully submitted, its status is "Receptionné" which means received. If the status of the file is "En attente" (or "On hold" in English), it means that the file has not been submitted.

An administrative eligibility check is performed when a file has been fully submitted or immediately after the end of the Call of Application.

This eligibility check covers:

- respect of application deadline;
- completeness of the application file;
- eligibility of the candidate in relation to the EMJM criteria.

Ineligible applicants will be informed immediately after the administrative eligibility check and provided with the reasons of ineligibility.

An academic eligibility check is also performed. Application files whose profile does not match the fundamental requirements of the DIGICREA programme will be discarded without quantitative evaluation.

Only applicants with a file status "Complet" (which means complete) will be assessed by the jury.

If the application status is "Incomplete" (meaning that one or more documents are incorrect or missing), it will not be evaluated by the jury. Provided the application deadline has not yet passed, the candidate is given a period of time to submit the missing document(s).

STAGE I

Candidates are **evaluated according to their specialization choice**, i.e., candidates who wish to join the "Sound-Music" specialization compete with each other.

All eligible applications are evaluated by the Selection Board. This Selection Board is composed of two juries (one for the "Sound-Music" specialization and one for the "Image" specialization). Each jury gathers members from all 3 universities involved in the program. Applications are assessed according to the joint selection criteria and scoring table as indicated below:

Criteria used to assess online application	weight
Portfolio and artistic works	30%
Academic records, excellence & potential Recognition of home institution/ recognition of the first degree Rank/grades/distinctions Science qualifications and records Adequacy of academic background with DIGICREA requirements	40%
Motivation (as per video presentation) and recommendations (academic and professionals)	30%
English proficiency	Discriminating variable (pass/fail)

This first pre-evaluation is scored on a scale of 5 (5=Excellent, 4=Very good, 3=Good, 2=Satisfactory, 1=Sufficient, 0=Insufficient). Special attention is given to make sure that all evaluators share the same view on criteria to be applied and correspondence between subjective quality of each item and the scale used.

Only the best applicants (those with the highest average scores) are short-listed, informed and selected

for Stage II. Non-short-listed applicants will be notified of the outcome two (2) months after the end of the Call for Application at the latest.

STAGE II

Applications selected for stage 2 will be scheduled for a maximum 15-minute online interview (forecast dates March 24 to 31, 2027).

The conversation will recognize the candidate's personality characteristics, way of thinking, personal life experience, and character attributes. During this second stage, the applicants' performance is scored on a scale of 5 (5=Excellent, 4=Very good, 3=Good, 2=Satisfactory, 1=Sufficient, 0=Insufficient).

The conversation will offer the opportunity for the candidates to:

- Present her/himself and reasons why Jury should select her/him
- Share personal projects and plans for the 4th Semester and the future (after graduation)
- Specify current of future professional / artistic / academic engagements
- Understanding of the Program and expectations about it

Criteria used to assess interview performance	weight
Ability to listen, understand questions and provide relevant and concise answers Ability to illustrate personality and skills, and notably soft skills, by providing past real-life stories to answer competency-based questions	30%
Ability to demonstrate adequacy and consistency between the academic background, objectives of the *Programme* and professional project Knowledge of *Programme* objectives	40%
Degree of engagement for the *Programme* (with respect to other on-going applications) and motivation for the specific training of DIGICREA Adequacy of current and/or future projects in alignment with *Programme* contents and objectives	30%
English proficiency (oral expression and understanding)	Discriminating variable (pass/fail)

The final grade of each application is determined by calculating the average of the application score (stage 1) and the interview grade (stage 2).

The final selection is agreed during a *Selection Board meeting* by full consensus of the three (3) *University Partners* on the basis of pre-evaluation, moderation and interview grades. Selection outcome and final rank are not based only on the averaged grade, but reflect the discussion and agreement of the *Selection Board*.

A final administrative check is performed (diploma authenticity, contact of applicants' referees). Successful applicants are notified of the outcome of their application by email.

The selected lists of candidates will include the following categories:

- Main List: Best-ranked successful applicants with a DIGICREA scholarship.
- Reserve List: Successful applicants without DIGICREA scholarship.

Non-successful applicants can appeal the Selection Board decisions (see below).

Only aggregated statistics on applicants and selected students are published to ensure the confidentiality of applicants.

Main List successful applicants need to notify (by answering an online form acting as the signed *letter of*

commitment to the *Consortium*) their confirmation of participation. To validate their enrolment, they must acknowledge they read and understand conditions and provide all remaining documents (including certified translated copies of required documents D, E, F and G).

The calendar of the confirmation will allow time for applicants in the reserve list to finally decide if they intend to join as *Self-financed Students*, or to benefit from potential withdrawals or drop-out from main list applicants.

Regarding *Self-financed Students*, the number of slots available is limited per edition. During this window period, in case more students from *Reserve List* intend to join as *Self-financed Students* than slots available, only the candidates with the highest score would be accepted to join. Applicants who intend to join *as Self-financed Students* are required to submit a *Guarantee of full financial support* with budget simulation (see Eligibility section of this document). On the basis of *Selection Board* decisions, *Consortium* has sole discretion in determining which *Self-financed Students* are accepted to enroll.

Once all selected *Scholarship holders Students* and *Self-financed Students* have confirmed their participation, *Consortium* will close the Reserve list and the selection process. All candidates enrolled will receive a certificate of admission. Please note that each student's status (scholarship holder or self-financed) remains the same for the entire duration of the master's program.

All applications are archived electronically (during at least 10 years) by the *Coordinating Institution*. Archived applications include:

- The eligibility assessments/s for all applications;
- The quality assessment/s for eligible applications;
- The eligibility and Selection Board's minutes.

APPEAL

Appeal procedure is specified on Digicrea website (see Assessment and Appeal section).

Applicants wishing to appeal have the opportunity to draft a settlement letter that must be transmitted to the *Academic Board* within ten (10) days following the publication of the selection outcome.

The *Academic Board* may decide or not to ask the *Selection Board* to reassess and reconsider the application, and to do so before beginning of the intake. The applicant will be informed of the appeal decision by a written instrument at the very least before the said Programme intake starts.

Candidates who fail to provide the required documents within the established timeframes should not submit an appeal.

8. SIGNATURE

I, the undersigned .....

certify that I have read this notice and have been informed that my application will be processed only if all the instructions mentioned are respected.

At .....

On .....

Signature

The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Masters, collects and processes the personal data of some candidates. In particular, certain data of scholarship holders and non-scholarship holders is shared with the Agency and processed according to this privacy statement.